

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
UNIT 30400, BOX 1000
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LOGISTICS

Host Nation Support Planning Guidance and Procedures

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1. **Summary.** This directive prescribes the policy, organization, procedures, and responsibility for USCINCEUR Host Nation Support (HNS). This planning was formerly referred to as Wartime Host Nation Support (WHNS). It is being reoriented to incorporate peacetime engagement as a result of new U.S. strategy contained in national documents and USEUCOM deliberate planning in support of the North Atlantic Treaty Organization (NATO), the Theater Security Planning System (TSPS) and other U.S. supporting plans as appropriate. USEUCOM's approach to HNS planning has also changed to reflect new NATO policy and strategic planning guidance, as per Allied Logistics Publication 12.
 2. **Applicability.** This directive applies to HQ USEUCOM and its subordinate organizations, when specifically authorized by USEUCOM to conduct discussions or negotiations concerning international agreements/arrangements for NATO or coalition support within USEUCOM's Area of Responsibility or Interest (AOR/AOI). Other U.S. commands with host nation support requirements in the USEUCOM AOR will provide copies of all negotiated/signed bilateral and multilateral mutual logistics support agreements to the Director, Logistics and Security Assistance, ECJ4.
 3. **Internal Control Systems.** This directive is subject to the requirements of ED 50-8.
 4. **Suggested Improvements.** ECJ4-ML is the proponent of this directive. Suggested improvements should be forwarded to HQ USEUCOM, ATTN: ECJ4-ML, Unit 30400, Box 1000, APO AE 09128, DSN 430-8544 or Commercial 0049-711-680-8544.
 5. **References.** See Appendix A.
 6. **Definition of Terms.** See Appendix B.
 7. **Host Nation Support Planning Strategy.** USEUCOM ECJ4 and ECJ5 Directorates will initiate bilateral discussions with nations within the USEUCOM AOR/AOI to implement USCINCEUR's strategy of engagement, mutual cooperation and democratization in accordance with the appropriate references.

a. NATO. Most NATO nations have well established relationships with the U.S. military through existing HNS or defense cooperation agreements (DeCA). Greater emphasis is now needed to identify potential support infrastructure which will be shared multilaterally. Supreme Allied Commander, Europe (SACEUR) restructured his planning guidance to include multinational deterrent force packages, and re-focused his host nation support strategy towards standard crisis action procedures and capabilities planning. USCINCEUR's strategic concept was adopted in U.S. planning in the development of operations plans. HQ USEUCOM's Host Nation Support strategy is designed to achieve the U.S. Defense Planning Guidance (DPG) objectives of adaptive force and logistical support planning.

b. Non-NATO Nations. USCINCEUR's policy in pursuit of military-to-military contacts with former East Bloc nations and NATO's Partnership for Peace program offers opportunities to develop an understanding of HNS among emerging democracies and potential coalition partners. HQ USEUCOM ECJ5 and ECJ4 will cooperate to establish initial education and informational contacts with these nations. As necessary, HNS arrangements will be developed in support of deliberate planning efforts.

8. **Host Nation Support Concept**. In times of peace, USEUCOM designates representatives who establish relationships and negotiate agreements with host nations which identify the logistic infrastructure, capabilities, and procedures necessary to support U.S. forces stationed in, reinforcing, staging in, or transiting through the host nation. HNS agreements must be consistent with approved OPLANS/CONPLANS and also provide commanders the logistic flexibility for peacetime operations or contingency response in crisis.

a. HNS agreements are general agreements (GAs) or memorandums of understanding (MOUs) for logistic infrastructure, support, and services which can be directly tied to U.S. OPLANS or CONPLANS. GAs are refined by civilian or military technical implementing agreements that provide details on type and quantities of support, locations and mutual support procedures. Traditionally, GAs provide USEUCOM with the means for forward deployed forces to pursue logistic interoperability with allies. These agreements (negotiated prior to implementation) not only provide shortfall logistic support, but also enhance our own effectiveness when engaged in operations as part of the alliance or coalition.

b. HNS agreements can be generic, designed for situations where specific HNS requirements are undefined or unpredictable, such as support for new conceptual or functional plans. These HNS agreements can identify procedures for obtaining logistic support and capabilities for use by either party when politically or militarily acceptable. Primarily, these agreements focus on designing Terms of Reference (TOR) to accelerate the mutual consent approval process for each potential category of capability.

9. Responsibilities.

a. United States Commander-in-Chief, U.S. European Command (USCINCEUR).

USCINCEUR is the single U.S. unified military commander responsible for HNS planning in the USEUCOM AOR. Other U.S. commands with support requirements in the USEUCOM AOR will coordinate with ECJ4, the EUCOM Directorate primarily responsible for host nation support.

b. Director, Logistics and Security Assistance Directorate (ECJ4), HQ USEUCOM. The Director, ECJ4 is USCINCEUR's principal representative for HNS activities, including bilateral negotiations, the development of logistic support plans, and oversight of USEUCOM Component Command HNS planning activities. The Director ECJ4 will:

(1) Coordinate with USEUCOM Directorate for Plans and Policy (ECJ5) in the development and implementation of command policy guidance for initiating and negotiating HNS with NATO and non-NATO nations within the USEUCOM AOR in accordance with ED 5-13, International Agreements, Authority and Responsibility.

(2) Direct and participate in the development of HNS agreements, including Health Service Support (HSS) host nation support, with nations in the USEUCOM AOR/AOI; document and oversee the progress of any specific responsibilities for HNS delegated to subordinate component commands or other U.S. unified commands working with nations within USEUCOM's AOR.

(3) Designate appropriate U.S. Combined/Joint Co-Chairman as the ECJ4 primary POC, as required, for bilateral negotiations with Host Nations, coalition planning groups such as the United Nations or Western European Union (WEU), or any other international organization with which USEUCOM is planning potential military activities.

c. Director, Plans and Policy Directorate (ECJ5), HQ USEUCOM. Perform responsibilities in accordance with ED 5-13, International Agreements, Authority and Responsibility.

d. U.S. Combined/Joint Planning Group (JPG) Co-Chairman. ECJ4 will designate a Co-Chairman for specific binational groups, conferences and committees. As the topic warrants, these Co-Chairmen could be a USEUCOM/ECJ4 representative; Chief, Office of Defense Cooperation (ODC); or the U.S. Defense Representative (USDR). Rank structure will be commensurate with the coalition representative chairman. The Co-Chairman will:

(1) Initiate and/or develop, negotiate and maintain support contacts and procedures to access resources required by the U.S. during a civil/military emergency or crisis in which the U.S. military will participate.

(2) Coordinate all negotiations with the appropriate USEUCOM staffs and attached Foreign Liaison Officers (where applicable).

(3) Recommend and appropriately staff with HQ USEUCOM and components HNS documents or proposals.

(4) Supervise all U.S. personnel involved in the HNS negotiations. Direct all U.S. JPG personnel in their representation to host nation Ministries of Defense (MODs)/Chief of Defense (CHOD).

e. USEUCOM Offices of Defense Cooperation (ODCs) and Security Assistance Offices (SAOs).

ODCs/SAOs are USCINCEUR's in-country points of contact to coordinate HNS planning with the host nation. Some ODCs have Logistics Agreements Officers (LAOs) assigned. These LAOs assist in executing the decisions of the JPG. In countries where an LAO does not exist, these duties will be carried out by the ODCs or SAOs. Responsibilities in peace and times of crisis (when lines of communication are opened based upon mutual consent of countries involved) are:

(1) Peace.

(a) Assist the U.S. JPG Co-Chairman in developing and coordinating HNS plans through interface at the MOD/CHOD level.

(b) Coordinate and act as liaison for HNS with the host nation during exercises.

(c) Coordinate with the Embassy Country Team on HNS issues and all correspondence which have political implications or impact on U.S./host nation relations.

(d) Assist in resolving conflicting U.S. requirements at host nation installations through the conduct of joint user meetings.

(e) Serve as the Co-Secretary for the JPG.

(2) Time of crisis or war.

(a) Coordinate activation of U.S./host nation lines of communication and the execution of crisis planning in accordance with priorities established by USCINCEUR. In host nations where plans have not yet been developed, the ODC or SAO will act as the USEUCOM liaison to the MOD/CHOD staff for the purpose of coordinating ad hoc requirements. These representatives will monitor the implementation of approved arrangements and will negotiate, with HQ USEUCOM guidance, additional U.S. HNS requirements as identified.

(b) Represent HQ USEUCOM in U.S. HNS matters to the host nation MOD/CHOD.

(c) Coordinate with the host nation MOD/CHOD on U.S. HNS requirements which are beyond the scope of existing agreements or plans. Provide advice to host nation MOD/CHOD on conflicting U.S. requirements which cannot be resolved or satisfied at lower host nation levels of command.

(d) Assess execution of the U.S. HNS plans and provide status reports to the HQ USEUCOM (ECJ4-LO) as required.

f. USEUCOM Components. Components are responsible for identifying their HNS requirements. The following will be accomplished:

(1) Identify HNS requirements based upon approved OPLANS/CONPLANS or when directed by USEUCOM. HNS requirements will be formally passed to the host nation through USEUCOM for both NATO and bilateral HNS.

(2) Designate and provide a representative to the various JPG(s) in accordance with the Terms of Reference with each host nation. The component JPG representative will be the single point of contact and focal point of contact for coordination of HNS activities within that component.

(3) Designate and provide subcommittee co-chairmen and/or members to the various JPG(s) for those functional areas which the component command has been assigned responsibility. The subcommittee co-chairmen, also referred to as annex managers, are authorized direct liaison with the appropriate host nation agency for the development and maintenance of assigned annexes.

(4) Designate and provide a U.S. Co-Chairman and committee members for joint implementation planning. The Joint Implementation Committee (JIC) members are authorized direct liaison with appropriate host nation Co-Chairman and members, other USEUCOM Components, or their designated representatives. This contact will be for the purpose of developing Joint Implementation Plans (JIP). All JIPs must be forwarded to USEUCOM/J4 and J5 for staffing prior to host nation approval.

(5) Review all HNS plans biennially to ensure that data contained in the plans is accurate and provide status report of all agreements to USEUCOM ECJ4-ML.

g. Other Commands and agencies within the USEUCOM Area of Responsibility. All commands and agencies in the USEUCOM area of responsibility which require HNS for mission execution in times of crisis, tension, or war will identify their requirements in accordance with this directive. These requirements will be forwarded to HQ USEUCOM (ECJ4-ML) for staffing and U.S. approval.

10. **Types of HNS Agreements.**

a. **General Agreements.** These logistic arrangements may be in the form of Host Nation Support Agreements, Line of Communication Arrangements, Memorandums of Understanding, Defense Cooperation Agreements or other types of agreements as determined to be appropriate. They express an arrangement for logistic cooperation in any mutually agreed upon operation, to include military actions, disaster relief, humanitarian assistance, peacetime engagement, non-combatant evacuations or any other crisis or contingency.

(1) If no General Agreement exists between the U.S. and the interested foreign nation within the USEUCOM AOI, a formal request to initiate one will be made to HQ USEUCOM ECJ5 IAW ED 5-13. MOU format should align with ALP 12 guidance or as directed by USEUCOM.

(2) Authority to conduct negotiations and conclude an international agreement will follow procedures outlined in DOD Directive 5530.3 and ED 5-13. Components may be delegated authority to negotiate and conclude international agreements on a case-by-case basis.

b. **Generic HNS Agreements.** These agreements use a MOU format as provided in Allied Logistics Publication (ALP) 12 or as directed by HQ USEUCOM. These agreements are negotiated only after the appropriate political approval and agreements are concluded.

11. **Procedures.** Procedures for obtaining HNS will differ based upon the situation required.

a. **Deliberate Planning.** Deliberate planning may be either in conjunction with NATO planning or U.S./host nation bilateral planning. USEUCOM will provide guidance for NATO planning as the individual situation dictates. Requests for HNS requirements in support of NATO may require modified processes and Concept of Requirements/Statement of Requirements (COR/SOR) formats. When capabilities catalogs are available, they can be used in the development of requirements. GAs or MOUs may also be negotiated when working HNS issues within NATO planning context. Bilateral planning will be accomplished via traditional HNS procedures. When approved by DOD and DOS, the Joint Staff typically authorizes USEUCOM to negotiate General Agreements.

(1) After the GA is negotiated, a Joint Planning Group (JPG) is normally established to conduct further military-to-military negotiations. The JPG meets as required and develops a joint planning concept to include a Terms of Reference (TOR) for organization and activities. The JPG also develops the format for a Joint Logistics Support Plan (JLSP) and milestones for management. Functional area subcommittees (transportation, construction, facilities, etc) are established to develop gross requirements for HNS.

(2) The next step in HNS planning is the development of Technical Agreements (TAs) covering broad areas of support. These agreements specify financial arrangements and are normally signed by DCINCEUR, or his designated representative and his host nation counterpart.

(3) The third step in this planning process is the development of a Joint Logistic Support Plan (JLSP) which provides guidance for operation of the joint Lines of Communication (LOC), including terms, conditions, categories of support, timing and procedures for obtaining the support. Drafting of the JLSP begins when the JPG designates functional subcommittees to begin drafting annexes. A TOR prescribing organization, frequency of meetings, authorities and composition of the Joint Planning Groups for each country will be included in the Support Plan. Membership is designated in the TOR. The JLSP is finalized upon completion of these annexes and final staffing with both nations. When finalized, the JLSP is signed by HQ USEUCOM, ECJ4 and the host nation counterpart. Format is at Appendix C.

(4) The final step in deliberate bilateral HNS planning is implementation planning. During this step, plans are prepared for each geographical location where HNS is to be provided and covers support such as aerial ports of debarkation/embarkation, seaports of debarkation/embarkation, staging and marshalling areas, contingency hospitals, storage sites, ammunition depots, etc. Joint Implementation Committees (JICs) are established under the direction of the JPG to perform this detailed HNS planning leading to the development of the JLSP. Components will designate and provide a U.S. Co-Chairman and committee members for each JIC designated by the JPG as required. Implementation planning may have three steps as follows:

(a) Concept of Requirements (COR). The COR is the first step of HNS implementation planning but may be omitted if approved by the host nation. It is developed by the appropriate USEUCOM service component as a general description of support required at a specific host nation installation (aerial port, seaport, etc.) or for a specific U.S. combat unit. The Appendix D format for a COR will be used unless HQ USEUCOM directs differently. CORs are forwarded to USEUCOM ECJ4 for staffing and feasibility analysis. They are then reviewed by the host nation to determine if the support can be provided. The host nation will notify USEUCOM if the COR is accepted for planning.

(b) Statement of Requirements (SOR). Once the COR is approved by the host nation for planning, HQ USEUCOM will advise the appropriate service component to develop a SOR. The SOR is a detailed description of support required at a specified host nation installation for a specific U.S. combat unit. The Appendix E format for a SOR will be used unless HQ USEUCOM directs differently. For example, EUCOM has authorized USAFE to use the Air Force Base Support Plan format and USNAVEUR to use the NATO format for some plans. The SOR is forwarded to HQ USEUCOM for staffing and then to the host nation for review and acceptance or comment as to whether the requested HNS can be provided.

(c) In response to the SOR, a Joint Implementation Plan (JIP) will be developed. JIPs provide very detailed information required for host nation commands or supported U.S. units to implement HNS agreements. The JIP is a jointly developed document describing who, what, when, where, and how the support is to be provided. JIPs are passed to USEUCOM for staffing and then to the host nation for review. When both nations agree, the JIP is signed in accordance with the bilateral TOR.

b. Contingency Planning. Procedures for obtaining HNS for a contingency will be determined on a case by case basis. Existing plans derived from deliberate planning may be used as a foundation for crisis planning.

12. Related Programs.

a. Acquisition and Cross Servicing Agreements (ACSA). ACSAs with generic Implementing Arrangements authorize and enable USEUCOM and its components to trade a broad spectrum of mutual logistic support. They provide significant flexibility for a deployed commander to acquire or transfer logistics support with designated military allies or international organizations. ACSAs allow delegation of ordering authority to field commanders. ED 60-8 provides further guidance.

b. Contingency Contracting. Cutbacks in military infrastructure and personnel, especially in logistics support areas, necessitate maximizing civil sector assistance. Contracting (in accordance with Federal Acquisition Regulations) and host nation commercial resources can supplement deliberate and crisis planning.

FOR THE COMMANDER IN CHIEF:

OFFICIAL:

MICHAEL A. CANAVAN
Lieutenant General, USA
Chief of Staff

DAVID R. ELLIS
LTC, USA
Adjutant General

APPENDIXES

A - References

B - Definition of Terms

C - Format for JLSP Annexes

D - Format for COR

E - Format for SOR

DISTRIBUTION:

P

APPENDIX A

REFERENCES

- A-1. DOD Directive 2010.8, Policy for NATO Logistics.
- A-2. DOD Directive 5530.3, International Agreements.
- A-3. Chairman Joint Chiefs of Staff Instruction 2300.01A, International Agreements.
- A-4. JCS Publication 4-0, Doctrine for Logistic Support of Joint Operations.
- A-6. NATO Military Committee Decision 319, Logistics Policies and Procedures.
- A-7. NATO Military Committee Decision 334, Host Nation Support Policies and Procedures.
- A-8. Allied Logistics Publication 12, Host Nation Support Policies and Procedures.
- A-9. USCINCEUR Standard Plan 4000, Annex P, Host Nation Support.
- A-10. ED 5-13, International Agreements, Authority and Responsibility.
- A-11. ED 56-9, European Command Relationships and U.S. Defense Representatives.
- A-12. ED 60-8, Logistic Support Using Acquisition and Cross-Servicing Agreements (ACSA).
- A-13. AMovP-03, NATO Publication, Movement and Transport Documents and Glossary of Terms and Definitions.

APPENDIX B

DEFINITION OF TERMS

DEFINITIONS

The following terms used in this document are those associated with HNS planning:

Acquisition and Cross-Servicing Agreement (ACSA) An agreement designed to facilitate reciprocal logistic support between the military forces of the U.S. and designated nations to be used primarily during combined exercises, training, deployments, operations, or other cooperative efforts, and for unforeseen circumstances or exigencies in which the recipient may have a need of logistic support, supplies, and services. Payment may be by cash, replacement-in-kind, or equal-value-exchange. Such agreements do not, in and of themselves, bind either party to any particular number or monetary value of transactions.

Concept of Requirements (COR) A COR is a general statement of HNS required by U.S. forces at a particular host nation installation or geographic area (aerial port, sea port etc). The format for a COR is included at Appendix D.

General Agreements (GA) A GA is a bilateral international agreement negotiated between the U.S. and the host nation, normally concluded at the government-to-government level and usually signed by the U.S. Ambassador and a host nation Minister of Foreign Affairs. GAs provide the legal basis and political emphasis necessary to obtain HNS for U.S. Forces. The GA, sometimes referred to as an umbrella agreement, validates the requirement for HNS and states the host nation is willing to provide, if capable, HNS to U.S. Forces located in or transiting through its territory. Additionally the GA establishes conditions/definitions for further negotiations and authorizes/establishes a joint planning mechanism, and a joint (bilateral) organization for the negotiation of U.S. HNS requirements. Finally, a GA provides the basis for future negotiations of implementing agreements.

Host Nation A nation which receives the forces and/or supplies of allied nations and/or NATO organizations to be located on, or to operate in, or to transit through its territory.

Host Nation Support (HNS) Civil and military assistance rendered in time of peace, crisis, or war by a host nation to allied forces and organizations which are located in or transiting through the host nation's territory.

Host Nation Support Arrangements (HNSA) The documents which detail the support, political, legal and/or financial arrangements agreed upon by national authorities which are necessary to provide HNS. These documents may include, but are not limited to, GAs and their subordinate documents such as TAs, JLSPs, and JIPs.

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Infrastructure All building and permanent installations necessary for the support, redeployment, and operations of military forces (e.g. barracks, headquarters, airfields, communication facilities, stores, port installations, and maintenance stations.)

International Agreements Any agreement concluded with one or more foreign governments (including their agencies or political subdivisions), or with an international organization. These agreements are signed/agreed upon by DOD civilian or military employees, or by representatives of the Department of State (DOS), or other agencies of the U.S. Government, signifying intent by both parties to be bound by international law. Definitions and guidance set forth in references A-2, A-3, and A-10 in Appendix A.

Joint Implementation Committee (JIC) JICs are established and tasked by the JPG to carry out detailed implementation planning, including the conduct of bilateral negotiations with the host nation Territorial (or equivalent) Command representatives. This tasking occurs when the Joint Logistic Support Plan has been developed to a point where joint implementation planning can begin. JICs are formed as required by the JPG. U.S. and host nation Co-Chairmen are named in the JPG Terms of Reference (TOR) for approval by the JPG before implementation planning begins. Basic guidance on JIC membership and planning tasks will be found in the JPG TOR.

Joint Implementation Plan (JIP) A JIP, as an extension of the Joint Logistics Support Plan, is a detailed implementing plan. JIPs provide detailed information to enable USEUCOM service components and the host nation Territorial Commands (or other responsible host nation agency) to implement HNS agreements during times of tension or war. JIPs are jointly developed and include a description of host nation support to be provided including who, what, where, when, and how support is to be provided. JIPs become an official U.S. host nation agreement when approved by the JPG. The signing authority for JIPs will be specified in the JPG TOR.

Joint Logistic Support Plan (JLSP) JLSP further implements the General Agreements and Technical Agreements by providing procedures to be followed by U.S. Forces for requesting HNS. JLSP describes host nation support structure and identifies aerial ports of debarkation/embarkation, seaports of debarkation/embarkation, staging/marshalling areas, sea-air interface airfields and other major areas where HNS would be expected to be provided. This plan is normally signed at the military-to-military level, usually by the USEUCOM J4 and his host nation MOD/CHOD counterpart. Format is shown in Appendix C.

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Joint Planning Group (JPG) The JPG is the organization tasked to carry out HNS planning. This planning forum consists of U.S. and host nation representatives and is co-chaired by senior officer representatives from HQ USEUCOM and the host nation MOD/CHOD. It has representatives from USEUCOM Service Components, ODCs, host nation Territorial (or equivalent) Commands, and host nation military and civil departments as required. Membership will be stated in the bilaterally agreed TORs or equivalent document. NATO representatives may be invited to attend as observers with host nation concurrence. Bilateral HNS planning groups with some nations may be called a Joint Planning Commission (JPC), a Combined Logistics Committee (CLC), or Combined Steering Committee (CSC). Subcommittees may be formed and tasked to prepare functional annexes to the JLSP. Subcommittee members will consist of both U.S. and host nation planners. The subcommittee organizational structure is outlined in the JPG TOR.

Joint HNS Plans These are procedural plans sometimes referred to as Joint Logistic Support Plans (JLSP) or Joint Lines of Communication plans. They put into effect the previously concluded levels of formal agreements/arrangements and specify the type, quantities in gross terms, locations, and timing for the provision of HNS. Included in these plans are the detailed procedures to be followed by receiving forces and the support made available by the Host Nation. These plans are normally negotiated through a JPG and signed at the military-to-military level. Joint HNS plans are commonly divided into annexes on specialized subjects which normally correspond to the technical arrangements.

Lines of Communication (LOC) The land, water, and air routes that connect operating military forces with one or more bases of operations, and along which supplies and reinforcement/replacements move.

Logistics The science of planning and carrying out the movement and maintenance of forces. In its most comprehensive sense, the aspects of military operations which deal with:

- (1) Design and development, acquisition, storage, transport, distribution, maintenance, evacuation and disposition of material;
- (2) Transport of personnel;
- (3) Acquisition or construction, maintenance, operation and disposition of facilities;

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(4) Acquisition or furnishing of services; and

(5) Medical and health service support.

Negotiation Phase That part of the creation of a Host Nation Support Agreement involving formal negotiations with other parties to the Agreement, from the initial draft until the final draft.

Preparation Phase That part of the creation of a Host Nation Support Agreement up to and including the initial draft, but excluding any formal negotiations with any other potential party to the Agreement.

Sending Nation A nation requesting the use of a host nation's logistic and administrative support. May also be called "requesting nation", "reinforcing nation", "user nation", or "providing nation" depending on the particular situation.

Statement of Requirements (SOR) SORs are descriptions of quantified HNS requirements, prepared by U.S. HNS planners in sufficient detail to enable the host nation to designate specific sites for operational locations and to permit further substantive development of the JIP. A SOR differs from a COR in the amount of detail provided. For example, a COR for civilian airfields will specify the number and preferred geographical location for the airfields. The SOR will specify the requirements for the airfields, such as runway length, capacity, etc. The format for a SOR is at Appendix E.

Technical Agreements (TAs) TAs are subordinate to GAs and provide guidance needed for future detailed HNS planning. TA negotiations are restricted to U.S. and host nation representatives. TAs cover broad functional areas of HNS such as transportation, telecommunications, airports, facilities, construction, civil resources, medical, petroleum, and acquisition of supplies, services, and utilities. TAs further refine definitions and designate responsibilities and list the conditions, procedures, and legal and financial arrangements required to implement the GA. TAs are normally concluded at the military-to-military level and are usually signed by the DCINCEUR and his counterpart on the host nation MOD staff. TAs may be incorporated as annexes to the GA. During the negotiations phase of the TAs, technical, procedural, and financial requirements may be solicited from Component Commands.

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Terms of Reference (TOR) A TOR identifies the applicable HNS planning organization, defines duties and responsibilities, defines the interface between the various committees and subcommittees and outlines policy for implementation planning. An appendix in the TOR also identifies the current names, titles, addresses, and telephone numbers of all JPG members (including the JPG Steering Committees). The TOR will be approved by the JPG and updated as required. A TOR will be approved prior to commencement of HNS negotiations by the JPG or its subcommittees.

USEUCOM Offices of Defense Cooperation (ODCs) and Security Assistance Offices (SAOs) These are HQ USEUCOM staff agencies and the USCINCEUR points of contact for coordination of U.S. host nation support planning and activation of lines of communication with the host nation. The ODC Logistics Agreements Officer assists the designated ECJ4 JPG Chairman in executing the decisions of the JPG. In countries with no ODCs, these duties will be carried out by the Security Assistance Office (SAO)

Wartime Host Nations Support (WHNS) WHNS is a term used to describe Host Nation Support rendered only in times of war.

APPENDIX C

Format for an Annex to a Joint Logistic Support Plan

(TITLE)

ANNEX

1. General. Any limiting factors should be listed as well as the authoritative agreements or arrangements which support the publication of the Annex.
2. Purpose. Describe the purpose of the annex. For example, "This Annex prescribes the procedures for procurement of materials, supplies, equipment, and services in support of LOC operations in (host nation)."
3. Definitions. Include in a separate appendix, if required.
4. Scope. Prescribe the function(s) the annex is intended to cover.
5. Assumptions. For each functional area, describe the assumptions upon which further planning should be based. For example, if the annex covers the procurement of supplies, list the specific supplies assumed to be included, e.g., rations, textiles, and POL.
6. General Procedures. Describe as a minimum, sufficient information on facilities, services, and procedures to enable the commencement of detailed implementation planning. For example, a transportation annex will include the specific APODs/SPODs designated by the host nation for U.S. use. Sufficient guidance must be included to permit execution of the plan during periods of tension, crisis, or war.
7. Other. Other paragraphs may be included as determined by the annex managers. Attach appendices, as required, to amplify the information contained in the annex.

APPENDIX D**FORMAT FOR CONCEPT OF REQUIREMENTS****TITLE**

1. References. List any applicable OPLANS or CONPLANS, pertinent HNS, Mutual Support Agreements, ACSAs, or other relevant document, message, etc., relating to the COR.
2. Applicability. If this COR is intended to support an OPLAN/CONPLAN (or a U.S. policy change) which is not yet published, list the intended OPLAN/CONPLAN and the date it becomes effective.
3. General.
 - a. Purpose. To provide a general statement identifying the concept of support, and the reasons and desired results of the support being requested.
 - b. Recipient(s). List the unit(s) requiring support, their location(s), and the area of operation involved.
 - c. Responsibilities. Responsibilities state exactly which agencies are responsible for each specific function.
4. Concept. Describe a general concept as to how HNS will be integrated into the overall U.S. plan to make employment effective. Describe the general time frame within which the HNS is required, and the approximate length of time the support is required.
5. Assumptions. List the conditions or parameters which must exist for HNS to be effective.
6. Constraints. Describe the unacceptable situations which will degrade operations, if allowed to exist.
7. Gross HNS Requirements. For functional COR, subdivide HNS requirements by geographical (e.g. APOD, SPOD, etc.) categories. Include the gross quantities, distance, timing, or location of support required. The degree of detail is dependent upon producing a clear concept which can be expanded for future planning. For COR to initiate implementation planning, include functional appendices as required.

APPENDIX D (CONT)**FORMAT FOR CONCEPT OF REQUIREMENTS**

8. Command and Control, and Coordination. Describe in general terms the command and control relationships necessary to effect HNS in the host nation. Include a concept for coordinating HNS between the U.S. and host nation during times of crisis.
9. The COR is signed by the service component releasing authority. Attachments or enclosures are encouraged which summarize, clearly define, or amplify the information included in the COR. COR appendices may not be necessary. If used, appendices should follow same sequence as the JLSP annexes.

APPENDIX E

FORMAT FOR A STATEMENT OF REQUIREMENTS

(TITLE)

1. References. List any applicable OPLAN/ CONPLAN, pertinent HNS agreement, or other relevant document, message etc., relating to the SOR.
2. Applicability. If this SOR relates to a COR which is intended to support an OPLAN/CONPLAN (or a U.S. policy change) not yet published, and the requirements are at variance with the data listed in documents from AMovP-03, the reason for the discrepancy and the date the change was submitted to USEUCOM service components will be included. If this SOR is in support of NATO planning and specific SOR submission format has been identified, the NATO format will be provided to the components and used for SOR submission.
3. General.
 - a. Purpose. A concise statement identifying the reasons and desired results of the support being requested; the SOR is a refined detailed statement of requirements as compared to the COR.
 - b. Recipient(s). List the unit(s) requesting support, their location(s), and the area of operation involved.
 - c. Responsibilities. State exactly which agencies are responsible for each specific function.
4. Concept. Describe in a general concept as to how HNS will be integrated into the overall U.S. OPLAN/CONPLAN to make employment effective. In particular, describe command and/or functional control of the unit(s) described in the SOR. Attach an organizational chart, if necessary, and state where liaison with the host nation will occur. This statement is not required if an annex for concept of operations is attached to the SOR.
5. Assumptions. List conditions or parameters which must exist for HNS to be effective. This statement is not required if an annex for the concept of operations which includes assumptions is attached to the SOR.
6. Constraints. Describe unacceptable situations which will degrade operations if allowed to exist and give conditions which must be met to prevent degradation. This statement is not required if an annex for concept of operations which includes constraints is attached to the SOR.

APPENDIX E (CONT)**FORMAT FOR A STATEMENT OF REQUIREMENTS**

7. SOR will include functional appendices as shown below. These appendices will describe in detail exact location where specific quantities of HNS are required and timing of that support. Organize the SOR appendices in the same order as functional annexes are addressed in the JLSP.
8. The SOR is signed by the service component's releasing authority.

SOR APPENDICES

- A - Control/Coordination/CIMIC
- B - Transportation
- C - Construction
- D - Facilities
- E - Telecommunications
- F - Acquisition of Supplies/Services
- G - Airfields
- H - POL
- I - Medical
- J - Civilian Personnel
- K - Rear Area Operations